

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
SECRET			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support 7 D 18, Headquarters	10 JUN 1971	SW
2			
3	Director of Personnel 5 E 56, Headquarters		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Contract price has been 1600 for two years - probably should have gone to 1800 last year. This man has been doing fine job on the fields.</p> <p>HBF</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5 E 56, Hq.			9 JUN 1971
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM NO. 227 Use previous editions

(40)

71-2297

9 JUN 1971

MEMORANDUM FOR: Deputy Director for Support**SUBJECT : Expenditure of Central Employees Activities Funds
in Support of Athletic Programs****REFERENCE : Memo to DDS from D/Pers, dated 7 April 1969,
Same Subject**

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.

2. Paragraph 3c of the referent memorandum (copy attached), requested your approval for expenditures from the Central Employees Activities Fund for an annual maintenance contract for the Agency's athletic fields. With your approval, the contract, which was reviewed and concurred in by the Chief, Real Estate and Construction Division, Office of Logistics (RECD/OL), and the Office of General Counsel, was executed. You approved the renewal of this contract for the period 1 May 1970 - 1971. The initial contract and the renewal involved an expense of \$1600 annually; however, the contractor, William M. Lockhart, has indicated the increase cost of supplies compels him to make a \$400 increase in the contract which is again due for renewal. A representative of RECD/OL has reviewed the contract and concurs in the additional expense.

3. It is recommended that you approve the expenditure of \$2000 from the Central Employees Activities Fund for payment of the 1 May 1971 - 1972 Field Maintenance Contract.

/s/Harry B. Fisher
Harry B. Fisher
Director of Personnel

Att**The recommendation contained in paragraph 3 is approved.**

/s/ Robert S. Wattles

10 JUN 1971

Deputy Director
for Support

Date

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STAT

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DD/S 70-1683

23 APR 1970

Personnel 11

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities Funds in Support of Athletic Programs

REFERENCE : Memo to DDS from D/Pers, dated 7 Apr 69, Same Subject

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.

2. Paragraph 4 c of the referent memorandum (copy attached), requested your approval for expenditures from the Central Employees Activities Fund for an annual maintenance contract for the Agency's athletic fields. With your approval, the contract, which was reviewed and concurred in by the Chief, Real Estate and Construction Division, Office of Logistics, and the Office of General Counsel, was executed. It is due to be renewed on 1 May 1970.

3. It is recommended that you approve the expenditure of \$1600 from the Central Employees Activities Fund for payment of the May 1970 - 1971 Field Maintenance Contract.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att

The recommendation contained in paragraph 3 is approved.

(signed) John W. Coffey

28 APR 1970

Deputy Director
for Support

Date

STAT

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Approved For Release 2003/02/27 : CIA-RDP84-00780R004200100014-2

MAINTENANCE CONTRACT
SCOPE OF WORK

This agreement is made this _____ day of _____ 1970 between the Employee Activity Association, a Virginia corporation, (hereinafter referred to as EAA) and William Lockhart, (hereinafter referred to as the contractor). The contractor agrees to provide labor, materials, and equipment necessary to perform ground maintenance on the three EAA softball fields located on the Bureau of Public Roads property, Route 193, Langley, Virginia. The ground maintenance shall be performed by the contractor in accordance with specifications set forth in Section 1 below. The work set forth in this contract shall commence on 1 May 1970 and is to be completed to the satisfaction of the EAA engineer (hereinafter referred to as the engineer) not later than 30 April 1971.

Section 1

1.01 Scope: As necessary, the contractor agrees to perform the following maintenance work: mow infield to 1 inch, outfield to 2 inches; rake; remove trash from containers; reseed bare areas; fertilize and lime; field rolling as necessary; erosion repair; grade, drag, sterilize, and prepare infield and skinned areas before regular season and again for tournament games -- ballfields 1,2, and 3.

1.02 Selection of Material: The fertilizer shall be a 10-10-10- mixture and applied at the rate of 300 pounds per acre. The grass seed mixture shall be 30 percent fescue, 30 percent perennial at the rate of 75 bales per acre.

1.03 Disposal of Excess Material: Excess Material shall be removed from the immediate area of these ballfields to the satisfaction of the engineer.

1.04 Compaction: The infield and skinned areas of all these (1,2, and 3) ballfields are to be compacted by rolling with an approved power roller weighing not less than four (4) tons and not more than ten (10) tons. Each pass of such rolling will overlap the preceding pass by at least 1/3 of the wide wheel and rolling will continue until all ridges are eliminated. Rolling of the skinned areas will progress from edges toward the center of the skinned area. Rolling of the infield will progress from the edge of the baselines towards the pitcher's box. Rolling of the skinned areas will continue to at least 95 percent of maximum density at optimum moisture content determined by AASHTO Standard T180.

1.05 Treatment for Weed Control: The skinned area of the three softball infields be treated with Dalpon (Manufacturer). The Dalpon should be spread into the skinned area of three infields so as to allow mixing with a rotor type mixer to the depth of one to two inches.

1.06 The rolling shall be performed only during periods when beneficial results are likely to be obtained. When conditions are such that excessive drought, or excessive moisture are evident so that satisfactory results are not likely to be obtained in the opinion of the engineer, the work will be stopped by the engineer and resumed when directed. When excessive drought is the cause of such stoppage, the contractor will be permitted to moisten the soil by use of a water trench or other means to be approved by the engineer.

Section 2

2.01 Payment : Payment of the amount of this contract will be made as follows: eight hundred dollars (\$800) due 31 October 1970 and the balance of \$300.00 due 30 April 1971. Payment will be made upon satisfactory completion of the work scheduled to be finished by that period. The engineer will be the sole judge as to whether the work has been completed in a satisfactory manner.

Contractor

For EAA

9 JUL 1969

FILE

Personnel //

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities Funds
in Support of Athletic Programs

REFERENCE : My Memo, Same Subject, dated 7 April 1969

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 3.

2. Referent memorandum, which was approved on 8 April 1969, requested authorization for the expenditure of \$3,600 from the Central Employees Activities Fund. This money was needed for necessary repairs and maintenance of the athletic fields as well as relocation of an existing gate, construction of a private gate entrance, and erection of a series of wooden posts to restrict access to the fields. The amount of \$3,600 did not provide for the erection of signs (inviting the attention of riders to the boundaries of the fields) since no expense was contemplated. When the necessary work was subsequently completed, the signs had not been erected. We asked the Office of Logistics to erect eight signs as soon as possible, and this was eventually accomplished by attaching the signs to metal pipes driven into the ground. The material used and the labor involved cost \$210. (Incidentally, we have experienced no further problem with riders in the athletic field area.)

3. It is recommended that you approve the expenditure of \$210 from the Central Employees Activities Fund for payment of the construction and erection of eight signs on the athletic field area.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 3 is approved.

(signed) John W. Coffey

for Deputy Director
for Support

10 JUL 1969

Date

STAT

INTERNAL USE ONLY

APR 1969

Personnel 11

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities Funds in Support of Athletic Programs

REFERENCES : (a) Memo to DDS fr D/Pers dtd 13 March 69, Same Subject
(b) Memo to D/Pers fr ADDS dtd 24 March 69, No Subject

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 5.

2. As suggested in reference (b), we have again reviewed possible solutions to resolve the various difficulties we have experienced in maintaining the athletic field areas. As you are aware, any solution must satisfy three conditions levied by the Bureau of Public Roads (BPR), i. e., unrestricted entrance to the area for horseback riders, a private entrance to EAA fields, and the elimination of the dust problem.

3. We now propose the

a. Repair of baseball diamond Number 1 at a cost not to exceed \$700.

b. Relocation of the existing BPR gate, construction of a private gate entrance to the ball fields, erection of a series of wooden poles adjacent to these gates, and the enclosure of the proposed parking area with a series of these same wooden poles, at a cost not to exceed \$1300. These poles will be spaced at intervals of not less than five feet and at a height of not more than five feet above the ground.

ADMINISTRATIVE

INTERNAL USE ONLY

c. Contraction for an initial annual maintenance contract for the playing areas at a cost not to exceed \$1600.

d. Erection of appropriately worded signs inviting the attention of the riders to the area boundaries to be marked with chalk lines.

4. This proposal, reflected in the attached plan, has the concurrence of the Real Estate and Construction Division, Office of Logistics, the Office of General Counsel, and BPR.

5. It is recommended that you approve the expenditure of \$3600 from the Central Employees Activities Fund for the purposes outlined in paragraph 3 above.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att

The recommendation contained in paragraph 5 is approved.

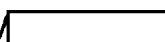
AT 

Deputy Director
for Support

Date

Distribution:

0 - Return to D/Pers
2 - DDS
1 - D/Pers
1 - OC/BSD
1 - EAA File

AT OP/BSD/  jas (3 Apr 69)

DD/S 69-1309

DD/S 69-1309

FILE Personnel 11

24 MAR 1969

MEMORANDUM FOR: Director of Personnel

Bob:

The attached proposal was discussed with Mr. Bannerman and he reacted independently but similarly that we should not build a fence. He noted that considerable expense is involved, that we do not have any real claim to the property involved, and the fencing could be a provocation, etc. He asked, and I could not tell him, why the action agreed upon last year, namely, the positioning of large appropriately worded signs, had not taken place. I subsequently checked the paper work and see the statement on the BPR position in paragraph 2 of your 18 December 1968 memorandum. Let's pull out the sign business again and see why we shouldn't go ahead with it at least as a first action.

Having driven around the fields the other morning, I am sympathetic to the problem of trying to play ball with the fields, including the outfields, in their present shape. It appears, however, that we need to produce an answer or answers different from the chain link fence.

(initials) John W. Coffey

John W. Coffey

Att

Memo dtd 13 Mar 69 for DD/S fr D/Pers, subj:
Expenditure of Central Employees Activities
Funds in Support of Athletic Programs, w/att
Diagram of EAA Ball Fields

ADD/S:JWC/ms (24 Mar 69)

Distribution:

Orig & 1 - Adse, w/O&3 of Att (DD/S 69-1145)

1 - DD/S Chrono

1 - DD/S Subject, w/cy of Att w/o its att & Background (DD/S 68-6170, 68-2256)

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STAT

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DDK 69-1145
18 MAR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Expenditure of Central Employees Activities Funds
in Support of Athletic Programs

REFERENCES : (a) Memo fr D/Pers to DDS, Subject: Damage to
Softball Fields, dtd 2 May 68
(b) Memo fr D/Pers to DDS, Subject: Expenditure
of Central Club Funds in Support of Athletic
Programs, dtd 18 Dec 68

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 6.

2. References (a) and (b) cited the various difficulties that have been experienced in maintaining the Employee Activity Association's (EAA) athletic field areas. A number of solutions have been considered and it was our firm opinion that the recommendation contained in reference (b) would resolve the various problems. This recommendation, approved on 26 December 1968, involved a new entrance, roadway, seeding, and fence construction at a cost of \$2800.

3. The approved construction has not yet been started and it is now our belief that to proceed would represent only a partial solution at best. The fields have recently sustained additional damage, particularly field No. 1, from horses being ridden through the area. Our experience indicates that we have no alternative but to accept the fact that horses will continue to be ridden in this general area. Consequently, if further damage to the three fields is to be avoided, more action than that previously recommended is required.

4. In view of the above, we now propose that

(a) a five-foot chain-link fence be erected which will enclose the entire playing area, and

(b) the Bureau of Public Roads (BPR) entrance now being used by EAA members be modified to provide a private entrance for our members.

This proposal, which is reflected in the attached plan, has the concurrence of the Real Estate and Construction Division, Office of Logistics, the Office of General Counsel, and BPR. The plan also shows the considerable area that will remain unfenced and available for horseback riding. While this unfenced area, plus other BPR property which will be accessible, should be sufficient to satisfy the needs of the local horsemen, there is no guarantee that horses will not be jumped into the enclosed area.

5. A further requirement exists since the Office of Logistics is unable to continue maintenance of the fields, and we propose this needed work be accomplished through a contract with William Lockhart, Inc. This maintenance work would include grading, rolling, seeding, grass cutting, etc., at an initial annual cost of \$1600. Lockhart has agreed to repair the damage to field No. 1 at an additional cost of \$400. These costs together with the amount required to accomplish the proposal contained in paragraph 4 are estimated at \$6000. Since the \$2800 authorized in reference (b) will not be used, our present proposal is a request for an additional \$3200 authorization. It should be noted that more than 700 members participate in EAA programs requiring the use of the fields. We have explored other possibilities including local high school fields that might be used if the present playing area is unavailable or not useable. Unfortunately, other areas are just not available.

6. It is recommended that you approve an expenditure of \$6000 from the Central Employees Activities Fund for the purpose of fencing the athletic playing areas, construction of a new entrance, necessary repairs to field No. 1, and the initial one-year maintenance contract.

Robert S. Wattles
Director of Personnel

Att

The recommendation contained in paragraph 6 is approved.

Deputy Director for Support

Date

68-6170

**ADMINISTRATIVE
INTERNAL USE ONLY**

P
Personnel 11

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Expenditure of Central Club Funds in Support of
Athletic Programs**

**REFERENCE : Memo of 2 May 1968 from D/Pers to DDS,
Subject: Damage to Softball Fields**

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 4.

2. This office has been in frequent communication with the Bureau of Public Roads (BPR), through the Office of Logistics, on problems and complaints associated with the softball fields on lease from BPR. These included; horseback riding on playing fields, reports from BPR that CIA team members had not been policing the playing fields or closing the gate upon leaving, and the nuisance created by dust from the present road blowing into the residential area across Route 193. In an attempt to prevent further damage to the playing fields, plans were made for the erection of appropriate signs. These signs were not erected, however, because BPR felt it was only a partial solution.

3. We have continued to discuss these problems with the Real Estate and Construction Division (RECD), the Office of Logistics, and have arrived at a proposed permanent solution, as shown on the attached diagram. This proposal involves the construction of a crushed gravel road, eighteen feet wide, which will extend 70 feet across state highway land, and 430 feet into the playing area. It should be noted that RECD has obtained tentative approval for this new entrance from the Virginia State Highway Department and Fairbanks Research Station. It will require the addition of one culvert. The existing dirt road will be seeded, which will solve the dust problem. The suggested construction will make it unnecessary for CIA teams to use the BPR gate since the new gate will be padlocked and each team will be given a key. The total cost of the project will be \$2,800, with \$2,300 allotted for road construction, and \$500 for re-seeding of the existing road.

ADMINISTRATIVE

GROUP 1
Excluded from automatic
downgrading and
declassification

APPROPRIATE

4. It is recommended that you approve the above plan for construction of a road and re-seeding of the old one at a cost of \$2,800, to be paid from the Central Employee Activities Fund.

Robert S. Wattles
Director of Personnel

Att

The recommendation contained in paragraph 4 is approved.

ROBERT S. L. Bannerman

26 DEC 1968

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

- 0 - Return to D/Pers
- 2 - DDS Chrono, Subject
- 1 - D/Pers (w/h)
- 1 - BSD/EAA
- 1 - BSD Chrono

OP/BSO/ [] (16 Dec 68)

ORIGINAL USE ONLY

11/2/5 68-2256

MEMORANDUM FOR: Deputy Director for Support

FILED *Personnel 11*

SUBJECT : Damage to CIA Softball Fields

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 6.

2. On 8 April 1968 representatives of the Logistics Services Division and the Benefits and Services Division met with authorities of the Bureau of Public Roads (BPR) to discuss the problem resulting from horseback riding on the softball playing field areas.

3. BPR advised that they were already aware of this problem because the riders were using and damaging grassed areas throughout the station. To control the riders, BPR was considering the use of signs placed over the main entrance to the grounds, in the areas of the playing fields, and over the entrance through which the riders enter from the road. Wording along the lines shown below would be used:

U. S. GOVERNMENT PROPERTY

The use of this property by the general public is subject to the following restrictions:

- a. The Government is not responsible for injuries, etc.
- b. Horseback riding is prohibited on the following developed areas:

- (1) The baseball diamonds and playing fields.
- (2) Lawns within 30 feet of the access roads and in the vicinity of buildings.

4. One other possibility was discussed at the meeting -- erection of a farm-type five foot fence surrounding our two playing areas (three fields), with exit gates at appropriate locations. If erected by an outside contractor, the cost is estimated at \$2,500. (If material were purchased and some laborers hired to do the installing, the estimated cost would be about \$1,000.) Unfortunately, BPR has no funds for this installation, but there would be no objection if the Agency decided to arrange and pay for the installation.

ADMINISTRATIVE
INTERNAL USE ONLY

5. Although we doubt that signs alone will provide a lasting solution to this problem, we suggest that they be used as an initial effort to alert the riders in the hope that they will stay away from the playing areas and the areas of concern to BPR. After the signs have been erected, we will periodically check to see whether they are serving the intended purpose. Should we find they are not, you may wish to consider authorizing the installation of a fence.

6. It is recommended that the Office of Personnel be authorized to suggest that BPR erect signs as indicated in paragraph 3 above.

Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 6 is approved.

for R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

0-Return to D/Pers

2-DDS

1-D/Pers

1-EAA file

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OP/BSO/

Revised:

17 Apr 68)

(1 May 68)

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